

Facility Name: Middlesex Therapeutic Community Residence (MTCR)	
Policy: Sharps and Keys	
Replaces Version Dated:	Effective Date: 3/26/13

- A.** All “**Sharps**” will be locked in drawer(s) which only staff has access to.
 - 1. No cutlery will be removed from the dining area.
 - 2. All sharp knives will be locked up separately in a different drawer.
 - 3. An inventory of all cutlery will be done at the beginning and end of each shift and will be logged on a tracking sheet by designated staff.
- B.** If a sharp is noticed missing during an inventory check; a facility search will be conducted. If this occurs, an incident report will be filed immediately after contacting the Program Director or designee.
- C.** All keys will be stored in a locked compartment and returned upon discharge.